

## **NATIONAL TAIWAN UNIVERSITY**

### **Directives for Faculty Members Teaching, Conducting Research, and Studying Abroad**

December 01, 1992	Passed by the 1,805 <sup>th</sup> Administrative Meeting
August 31, 1993	Amended and passed by the 1,839 <sup>th</sup> Administrative Meeting
March 21, 1998	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 1997-1998
October 16, 2004	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, fall semester, Academic Year 2004-2005
October 22, 2005	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, fall semester, Academic Year 2005-2006
March 24, 2007	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 2006-2007
June 19, 2010	Amended and passed by the University Council at its 2 <sup>nd</sup> meeting, spring semester, Academic Year 2009-2010
March 17, 2012	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 2011-2012
October 19, 2013	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, fall semester, Academic Year 2013-2014
June 14, 2014	Amended and passed by the University Council at its 2 <sup>nd</sup> meeting, spring semester, Academic Year 2013-2014
March 21, 2015	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 2014-2015
June 15, 2019	Passed by the University Council at its 2 <sup>nd</sup> meeting, spring semester, Academic Year 2018-2019

Article 1 National Taiwan University (NTU or “the University”) formulates the NTU *Directives for Faculty Members Teaching, Conducting Research, and Studying Abroad* (“the Directives”) pursuant to the *Regulations Regarding Professional Development and Research Undertakings of Teachers* and other relevant laws and regulations to elevate NTU faculty members’ teaching and research standards.

Article 2 Faculty members as described in the Directives must be paid quota-based full-time faculty members teaching at NTU.

Article 3 Faculty members may teach, conduct research, and engage in studies abroad if they have served at NTU for at least two consecutive years. However, exceptions to the two-year requirement may be made under special circumstances with approval from the academic program’s faculty evaluation committee.

Faculty members applying for teaching, research, or studies abroad shall complete the Application Form for Faculty Members Teaching, Conducting Research, and Studying Abroad at least two months prior to their departure, with supporting documents (such as the letter of consent from the foreign institution) attached for approval in accordance with the relevant administrative procedures. However, if the period of teaching, research, or study abroad is one month or less or occurs during winter vacation, summer vacation, or sabbatical leave, faculty members may submit their application to the NTU Online Attendance and Leave System for approval.

Article 4 To ensure that teaching at NTU is not disrupted, in principle, the number of faculty members studying, teaching, and conducting research domestically/abroad, on sabbatical leave, and/or on temporary transfer from each academic program may not exceed 16% of its current total number of faculty members at any given time.

The number of faculty members temporarily transferred, as described in the preceding paragraph, does not include those who are temporarily transferred to the public sector (including national colleges and universities) or to serve as heads of policy-based legal entities.

The 16% limitation stipulated in the preceding paragraph does not apply if a faculty member engaged in teaching, research, or study abroad meets any of the following conditions:

1. Their period of teaching, research, or study is one month or less.
2. Their teaching, research, or study takes place during winter or summer vacation.
3. The faculty member is appointed in accordance with the *Guidelines for Colleges/Centers Appointing New Full-Time Faculty Members* and has been granted priority to study abroad according to the faculty member development program of the respective department or graduate institute.
4. The faculty member's teaching or research is fully sponsored by a related agency/institution during their teaching, research, or study period.
5. The faculty member's teaching, research, or study takes place overseas pursuant to the *Directives Governing Faculty Member Exchanges between NTU and Cooperating International Universities*.
6. Laws and regulations stipulate otherwise or are approved by special projects.

The faculty member's teaching, research, or study period shall be consistent with the NTU semester schedule to allow for easier course arrangements at NTU.

Article 5 If the faculty member who applies for teaching, research, or study abroad is recommended by NTU based on its college or academic program's development needs, and their period of teaching, research, or study abroad is sponsored by a government agency or NTU-approved institution, the faculty member may remain their paid employment. The duration of the faculty member's teaching, research, or study abroad will be as follows unless otherwise stipulated by related laws or regulations:

1. The teaching period shall be 1 year in principle and may be extended for 1 more year if necessary.
2. The research period shall be 1 year in principle and may be extended for 1 more year if necessary.
3. The study period shall be 1 year in principle and may be extended for 3 more years if necessary. If a faculty member wishes to obtain a degree, the aforementioned study period extension may be extended one additional year.

Applications to extend the teaching, research, and study periods described in the preceding paragraph shall be made annually and shall be made two

months prior to the desired extension. Relevant documents from the school or institution where the teaching, research, or studies will take place shall be submitted for approval in accordance with relevant administrative procedures.

Leave will be unpaid during the extension period.

Applicants who are not recommended by NTU based on the needs of their college or academic program will be on unpaid leave during the extension period regardless of whether they are sponsored by relevant units.

Faculty members who go abroad during their leave or during winter or summer vacation are not subject to the requirements for paid employment stipulated in Paragraph 1.

Article 6 The NTU recommendation based on the needs of the college or academic program as described in Paragraph 1 of the preceding article refers to either one of the following:

1. Recommendations made by the NTU president;
2. Recommendations made by the director, chair, or dean of the corresponding academic program through a recommendation letter based on the development needs of the college or academic program, which shall be approved in accordance with relevant administrative procedures upon the submission of a grant proposal and consent letter from foreign research institutions by the faculty members who plan to teach, conduct research, or study abroad.

Grants from government agencies or institutions which have signed an agreement with NTU as described in the Directives may cover the following fees and expenses:

1. Tuition, credit fees, and fees
2. Living expenses, transportation expenses, and insurance costs
3. Other necessary expenses

Article 7 Faculty members who have been temporarily transferred to other institutions must serve at NTU for at least one year upon their return to post before they may apply to teach, conduct research, or study abroad, regardless of whether the faculty member was obligated to teach at NTU during the period of temporary transfer.

Article 8 Faculty members shall immediately return to NTU to fulfill their service obligations after finishing their teaching, research, or studies abroad. Returning faculty members shall fulfill the aforementioned service obligations for twice the duration that they were paid for their employment abroad or for the same duration as their unpaid leave.

Faculty members who violate the regulations stipulated in the preceding paragraph shall compensate the University for their non-performance of service obligations in the amount of the grants and/or salary described in their research contract during their paid employment period (the actual compensation amount is based on the ratio of non-performance of service obligations to the total service obligations) or of the remuneration made by the NTU to the respective substitute instructor(s) if the faculty member was on unpaid leave, plus all necessary costs incurred.

- Article 9 Faculty members may not apply for teaching, research, or study abroad if they are presently fulfilling their service obligations as stated above.
- Article 10 During their service extension period, faculty members may not apply for unpaid leave for teaching, research, or study abroad.
- Article 11 The Directives shall apply *mutatis mutandis* to faculty members who are paid for their employment while studying full-time domestically and full-time research fellows who engage in teaching, conducting research, or studying abroad.
- Article 12 The Directives shall be passed by the University Council and then implemented on the date of promulgation.